



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYA-MGMT-06-09

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Trades Helper (Four Positions) in the Maintenance Section.**

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: **Trades Helper**, HYA-526301, HYA-526302, HYA-526303, HYA-526304
(Four Positions)
(Personal Services Agreement)

OPENING DATE: March 19, 2009

CLOSING DATE: April 02, 2009

WORK HOURS: Full-time; 48 hours/week

SALARY: Not Ordinarily Resident: Grade: FP- CC
Ordinarily Resident: Grade: FSN-2*
*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION MAY NOT BE ACCEPTED.

BASIC FUNCTIONS OF POSITION:

- Assist journeymen mechanic by performing the simpler and more routine duties of the trade.
- Receives training from journeymen in the performance of more difficult tasks.
- Responsible for all tools, materials and supplies.
- Turns in materials to the stock room.

- Cleans up and keep the work area safe.
- Perform other related duties as assigned

REQUIRED QUALIFICATIONS:

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|---------------------------------|---|--|
| a) Education | : | Completion of elementary school (Class VIII) is desirable or one year vocational training in any discipline. |
| b) Prior work experience | : | One-year experience working with skilled technicians. |
| c) Language Proficiency | : | Minimum level I English (rudimentary) required and level II in Hindi is preferred. |
| d) Knowledge | : | Must have knowledge of maintenance practices and procedures and know how to use the tools of the trades engaged in, including power tools. Must have knowledge of how to use safety gadgets. |
| e) Skills and Abilities | : | Should possess computer skills. Must deal tactfully with persons requesting maintenance and repair. |

SELECTION PROCESS:

Qualified Eligible Family Members of Mission India employees and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflicts of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01 (Rev 05/04), available online at:
http://hyderabad.usconsulate.gov/job_opportunities.html or
http://newdelhi.usembassy.gov/job_opportunities.html
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of form DD-214 with their application

SUBMIT APPLICATION TO:

By Mail: Human Resources Office
American Consulate General Hyderabad
Paigah Palace
1-8-323, Chiran Fort Lane
Begumpet, Secunderabad-500 003
Andhra Pradesh, INDIA

or

By E-mail: HyderabadVacancies@state.gov

Please insert “: **HYA-MGMT-06-09**” (Vacancy Announcement Number) in the subject line of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number may not be considered.

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for this announcement must be received by the Human Resources Office by close of business April 02, 2009.

Cleared by: MO - WHBoyle
Approved by: MO - WHBoyle

AN EQUAL OPPORTUNITY EMPLOYER